SECURITY

SECURITY in ULLS-G is based on a 2-step process – each user must be able to log on to the system to get in, and then have specific permission (access) to do ULLS-G actions. Some simple definitions:

User = a person that uses the ULLS-G system
Access = permission to do a particular task or action in ULLS-G. Example – access to Dispatch Equipment mans that a user can go into the Dispatch Equipment menu and choose to actually dispatch equipment.
Group = one or more users that have the same accesses. The 2 standards groups are:
ULLSSA – System Administrator (Can do Security and Utilities)
ULLSUSER – Does everything BUT Security.

To Add a New User to ULLS-G, you must do the following 2 steps:

Step 1 – User Information.

To add a user:

- Log in to ULLS-G with an ID and password that will let you get into System Security. Go to System Security off the Main Menu.
- Choose Update User Information.
- Type in the Class 9 DODAAC and the ID of the new user. The User ID can be up to 8 characters (letters and numbers).
- Arrow down to Add on the menu.
- Type in –
  - User Name – name of the person (up to 25 characters)
  - New Password (up to 6 characters)

  The Date Password Effective is today's system date (the date set on the computer)
  - Press <Enter>. The question –"Is this User the unit Commander" comes up. Type in Y if the new person IS the Commander, or if you need to establish a Commander's Password. Otherwise, type in N for No.

You have just added a new user!

Step 2 – Access to do ULLS-G Actions.

To give the new user access to do any ULLS-G actions, you have a few options or ways to do it:

Option A – Individual Access – (the long way)

- In the System Security menu, go to Update User Accesses.
- Press <F3> to bring up a list of users. Highlight the one you want and press <Enter>. Then arrow down to Add on the menu and press <Enter>.
- A very long list of all of the ULLS-G actions/processes comes up on the left side of the screen. To give the user access to any of the processes, highlight the process on the left side of the screen, then arrow to the right side of the screen. Type in Y for any action you want the user to be able to do. (Only Security tasks use something other than Y, they are – I for Inquire, A for Add, M for Modify and D for Delete. They build up as they go – for example, if you give someone D access, they can also do Inquire, Add, Modify and Delete).
- To save what you have done, be sure to arrow back to the left and then <Escape> to leave this screen. If you Escape first, all of your work is lost !!

Option B – Group Access – (the easier, quicker way)

- First you need to assign the new user into a group. Most people will be in the ULLSUSER category. Go to Assign Users to Groups on the System security menu.
- Highlight the user on the list and press <Enter>.
- Then highlight the group you want to put that user into, and press <Enter>. It tells you at the bottom of the screen that the user has been added to the group.
- Then, to give the user access, do – NOTHING – if you want them to do whatever the group can do!!

You MUST do <u>both</u> Steps 1 and 2 to add a new user to ULLS-G.

Other Security actions:

Look up or Change a Password: (This is useful WHEN, not IF, someone forgets their password)

- Log on with an ID and Password that gives you access to System Security.
- Go to Update User Information on the System Security menu.
- Press <F3> to get the list of users. Highlight the user you want, and press <Enter>.
- Choose either Inquire (to look at the password) or Modify (to look at and change the password) and press <Enter>.
- If you need to change the password, type in the new one in the New Password block and press <Enter> to make the change.

Add a New Group: (If you want set up a specific group of your own, instead of the standard ULLSSA or ULLSUSER. This could be useful, as an example for specific functions in ULLS-G like a group for PLL Clerks or Dispatchers).

- Log on with an ID and Password that gives you access to System Security.
- Go to Update Group Accesses on the System Security menu. Type in the new group name and arrow down to Add, press <Enter>.
- Type in the description of the new group and press <Enter>.
- Go thru the list of processes and give the new group permission (accesses) to ULLS-G actions.
  Then add your users to that new group.

Delete a User (when a user leaves your unit or doesn't need to use the ULLS-G system any more):

- Log on with an ID and Password that gets you into System Security.
- Go to Update User Information and press <Enter>. Then press <F3> and choose the user from the list.
- Arrow down to Delete on the menu and press <Enter>.
- The system asks if you're sure you want to delete the user. If sure, type in Y. Look for the purple message that says the user has been deleted.

UNIT PARAMETERS

Parameters are a set of information about a unit in ULLS-G. You can Add Parameters or Update Parameters in ULLS-G.

To Add Parameters (you must do this when you add a new UNIT in ULLS-G):

- Go to System Utilities on the main menu. Choose Unit Parameter Add/Update, then arrow right to Parameter Add and press <Enter>.
- Type in CLASS 9 DODAAC of the unit and press <Enter>.
- Type in the Commander's Password for the unit. (Where does the Commander's Password come from? See Page 1, Step 1 – when you said Y this user is the Commander, that is the password).
- Go thru each of the Parameter screens. After the last screen (Hardware Parameters), look for the purple messages that say it was added, and that the AWCMX403 records were created. These are important later because they create Equipment Class Codes used in licensing, dispatching, etc)

To Update Parameters (you should do this periodically, because information does change):

- Go to System Utilities on the main menu. Choose Unit Parameter Add/Update and then arrow right to Parameter Update and press <Enter>.
- Type in the Class 9 DODAAC of the unit and press <Enter>.
- Type in the Commander's Password and press <Enter>.
- Choose the section of the Parameters that you need to update.

Parameter Information:

- OSC Security Data – the only entry should be N. We don't send requests to OSC from ULLS-G.

- Supply Support Data – where you send your requisitions to from ULLS-G. If all of your repair parts requests in ULLS-G go to the same SARSS, type in <A> in each block.

- Unit Data – (check this one when your unit changes command or moves to a new location) shows the unit commander's name, and the unit address/phone number.

- Maintenance Support Site Data – this is the unit's supporting maintenance shop/s (AMSA/ECS'). **Level of Maintenance Authorized should be - ____.** If you send maintenance requests (work orders) to more than one supporting maintenance shops, you need to change this information to the specific maintenance facility before creating the request.

- AOAP Data – this prints out on your AOAP request, so be sure the AOAP Lab information is accurate and that the AOAP Monitor is still doing that function. UNIT MACOM entry should be <FORSCOM>.

- *Unit Parameters* (this is the biggest problem area of any Parameter information).
  UIC = the unit's UIC
  FAD = the unit's FAD
  UNIT DISPATCHER = who does the unit's dispatching.
  WORK ORDER NUMBER = the number that will automatically be assigned to the next new Maintenance Request
  SERVICE DESIGNATOR CODE = R (Army Reserve)
  LOCATION CODE = A (CONUS)
  UTILIZATION CODE = A
  FUND CODE = the code for who pays for repair parts

  AMSS REPORT DATE = the last day in the current report period (15th).
  REPORTING UIC = the UIC of who actually does the monthly AMSS report (AA unit)
  REPORTING NAME = name of the Reporting UIC organization (AA unit)

Parameter Information - Continued

Unit Parameters –

REPORTING LOCATION = city and state of the AA reporting unit
BATTALION INDICATOR = N. Only change it to Y when doing an AMSS data Receive from Lower process to rollup AMSS info from a Company, Detachment, **or an ECS.**

Supply Parameters – Serial numbers are the block of document numbers you use to order repair parts. Serial number blocks are set by unit SOP.

Demand/Interface Parameters –

The section on demand Parameters deals with PLL criteria:
AVERAGE CUSTOMER WAIT TIME =
NUMBER OF DEMANDS TO ADD
NUMBER OF DEMANDS TO RETAIN
PLL SIZE LIMIT = 150

Interface Parameters are what other systems your ULLS-G talks to:
RECOVERABLE TO PAPER = Y
SARSS INDICATOR = 0
SAMS INDICATOR = 1
S4 INDICATOR = Y if send data to the unit ULLS S-4 system, otherwise should be N
TELECOMM INDICATOR = Blank if you don't BLAST
If you do send data thru BLAST (modem), the Indicator = P, and:

POINT-TO-POINT PARAMETERS SARSS DSU C: = the SARSS DODAAC
SAMS DSU = already filled in
AMSS DSU: UIC who you send AMSS reports to

POINT-TO-POINT PHONE NUMBERS SAMS DSU PH#: for the AMSA / ECS
SARSS PH#: for the SARSS 1
AMSS PH#: for AMSS reports

Hardware Parameters – for the ULLS-G computer you are using:

TAPE DRIVE/SOFTWARE = Jumbo (for Colorado Tape Drives)

CD ROM DRIVE = the CD ROM drive letter. Make sure it is correct, and matches the settings for Fedlog.

EQUIPMENT DATA

Actions throughout ULLS-G are based on equipment information in the Equipment Data file. Types of equipment include Systems, Subsystems, End Items and Miscellaneous Items.

System = listed in Appendix B, AR 700-128. A system is composed of 2 or more items that work together to accomplish the mission of the system. Example – a Tank and Pump unit is a system.

Subsystem = parts of a system, also listed in App B AR 700-128. For the Tank and Pump unit example, a subsystem is the 5-ton truck.

End Item = a stand-alone item of equipment. Most equipment is in this category. End Items have serial numbers.

Miscellaneous Item = items generally without serial numbers. Example – a GP Medium Tent.

Component = items enrolled in AOAP. Examples are – vehicle engine, transmission, hydraulics.

Admin Number = also known as Bumper Number, assigned to identify items of equipment.

ADDING EQUIPMENT – Go to Equipment Data Update from the ULLS-G main menu and choose Equipment Add.

Add Prime System:

- Choose Add Prime System on the menu. Type in the Admin Number for the System (Example = TPU2). Press <Enter>.
- Choose the NSN for the item from the list – either type in the NSN, or arrow down the list to find the system. Select the highlighted system by pressing <Enter>.

See Common Steps (below) to finish adding the Prime System.

Add End Item:

- Choose Add End Item from the menu. Type in the Admin Number for the equipment (Example = A23 or Maint1). Press <Enter>.
- Type in the NSN for the equipment. Choose the highlighted item on the list by pressing <Enter>.

See Common Steps (below) to finish adding the End Item.

COMMON STEPS to Add Equipment

1. Serial Number / Registration Number. Type in the serial number of the equipment and the registration number (if it has one). Make sure that this information is verified against the equipment data plate and SPBS-R. Also make sure the numbers are typed in correctly – IT CANNOT BE CHANGED !! (The system will ask if everything is correct – this is your last chance!)

2. The system asks (in purple, at the bottom of the screen) if the equipment is a Substitute or In-Lieu-Of item. Check with your Supply SGT or Property Book representative if you don't know the answer. Most items will not be Substitutes or In-Lieu-Of.

3. Administrative Data:

- Current Odometer Reading – verify against the equipment odometer, this needs to be accurate.
- Cumulative Equipment Reading – same as Odometer reading in most cases (unless engine has been replaced or rebuilt).
- Dispatch Code – use D
- ERC Code – from your Supply Sgt or Property Book person. Especially important for any Pacing items.
- Equip Class Code – for licensing. Check the user-defined Class Codes (UA - UZ and ZA – ZZ series first).
- Fuel Type
- Warranty Expiration Date – enter if equipment is under warranty.
- Year of Manufacture – from the equipment data plate, must be entered for AMSS-reportable items.

The other information is optional –
- Key Number –number of the key to the equipment
- Equip License Number – if it has a license plate
- Operator License Number – for *the* assigned operator (don't use if more than one person will operate the equipment)
- Dispatch Destination – use *only* if the equipment is always dispatched to the same place.
- Official User – use *only* if the Official User (who authorizes the trip) doesn't change.

When done, press <Enter> to add the Administrative Data.

4. Adding Services Data: (this is the easiest time to add scheduled service & AOAP information)

- Last PMCS Done – the last type of service done (almost always is A for annual service)
- Date Done – date last service was done
- MI/KM/HR done – odometer reading at the last service

At the Scheduled Service Due screen –
- Arrow down to the row for Annual service. Tab over to the Service Interval in MI/KM/HR column. Type in the service interval by TM (remember Low Usage criteria)
- Tab over to the final column (MI/KM/HR due) and add the service miles/hours to the odometer reading at the Last Service to get your figure to type in. Example – last service mileage was 1200 plus interval of 6000 miles = 7200. Press <Enter> when done.

At the Other Service Due Data screen – Use this screen to schedule AOAP dates.
- For AOAP, arrow or Tab down to the last row (small block in the Type Service Column). Type in the code of Z for AOAP.
- Tab to Date Due and type in the AOAP due date. Leave the last column with 0.

If you have AOAP samples due on different dates, use Z codes to identify them. Example – the main Z entry would be for the Engine due date. If you have a Transmission sample due on a different date, use a Type Service Code of ZT, in the row just above the bottom row. Hydraulics due on a different date than Engine would be a ZH code. You could have up to 3 different rows for AOAP.

5. Adding Component Data. If the equipment is enrolled in AOAP, you must add Components (this is the easiest way to do it).

Component Serial Number – serial number of the engine or other component. Verify from the data plate.

Component Data information:

- Component Noun – name of the component. Example – Engine or Transmission
- Model – model number of the component, from the data plate
- Current reading – odometer or hourmeter reading for the component.
- Usage Since Last Oil Change and Usage Since New or Overhaul – miles or hours
- Oil Type
- Oil Added Since Last Sample
- Sample Index Number – from the AOAP Lab Printout

When done, press <Enter> to add the component information. The system will ask if there are more components to add.

Configuring a System. You added the prime system itself, now you have to set up the subsystems (parts of the prime system). It is very important to ULLS-G operations to make sure that all of the parts of a system are tied together correctly.

To configure a system:

Go to Equipment Data Update on the main menu and choose Equipment Add. Then select Subsystem Management.
At the DODAAC screen, press <Enter>. The next screen shows a list of your unit's systems in ULLS-G. Highlight the system you want to configure and press <Enter>.
The Installed Subsystems screen will show any subsystems that have already been set up for that system.

Now you have several options –

If no subsystems are listed, press <F2> to add a subsystem. You will see a list of all possible equipment that could be a part of that system. Choose your subsystem from the list. The rest of the steps are shown in Common Steps.
If you already entered a subsystem as a separate End Item, you can tie it to the system by pressing <F4>. Example – for that TPU, you already had the 5-ton truck entered as Admin Number A-23 separately. When you press <F4>, it asks for the Admin Number of the subsystem. Type in A-23 and press <Enter>. The 5-ton truck A-23 is now part of the TPU system.

Deconfiguring a System: This lets you take a subsystem out of the system. Example – if the TPU's 5-ton truck (A-23) was replaced by a new M923A2 model, you need to deconfigure the system to take A-23 out, and then add in the new truck in its place.

To deconfigure a system – Go to Equipment Data Update, Equipment Add, Subsystem Management.
Select the system you need to deconfigure.
Press <F3> to Deconfigure Subsystem. A red warning screen appears, asking if you're sure you want to do this. If correct, type in <Y> and press <Enter>. The system is now deconfigured, and truck A-23 is not part of the TPU anymore.

EQUIPMENT DATA UPDATE

To change Equipment Data (administrative data) on an item, use the Update Admin Number Data option under Equipment Data Update. This lets you change things like mileage readings, ERC Code, etc.

Change Admin Number – this option under Equipment Data Update lets you change the Admin Number (bumper number) on an item.

COMPONENT FILE UPDATE - This option under Equipment Data Update lets you change component information (your equipment in AOAP).

EQUIPMENT SERVICE UPDATE – This option allows you to update or change your scheduled service information on equipment.

EQUIPMENT DELETE – Is only used to delete Miscellaneous Items (without serial numbers).

EQUIPMENT TRANSFER – 2 choices.

Transfer In – lets you load a diskette that contains the equipment data file information about a piece of equipment, and add it to your ULLS-G system. It's easier to do this rather than type in all of the equipment data.

Transfer Out – loads the equipment data information about an item to a diskette, and removes the records for that item from your ULLS-G computer. This is the only way to delete a serial-numbered item from ULLS-G.
NOTE – this is normally used in 2 situations.

1. When you laterally transfer out a piece of equipment or turn-in a piece of equipment.
2. When you have to change the serial number or registration number for an item. You must transfer the item out, and then re-enter the information.

SERVICES

ULLS-G does a great job of scheduling services and recording the results. It includes regular scheduled services, oil changes, special services and AOAP sampling.

ADDING SERVICE DATA – can be done in 2 ways through Equipment Data Update. The best way to add service information is when you add an item of equipment to ULLS-G. The other way is after-the-fact, thru Equipment Service Update. (See the section on Equipment Data for steps)

RECORDING SERVICE RESULTS – this is a big step that we miss some of the time. When a scheduled service has been completed, you must post the results into ULLS-G. This not only records the service that was done, but also resets the due date for the next service.

Posting Service Results:

- Go to Operational Processes from the main menu and choose Services Performed.
- To post just regular service results, choose Scheduled Service Only. Type in the Admin Number of the equipment that was serviced.
- In the Type Service Done block, type in the service code (normally A for annual).
- Type in the date the service was completed.
- Type in the odometer reading when the service was performed.

When you press <Enter> to post the service information, ULLS-G will automatically re-schedule your next service due.

Posting an Oil Change:

- Choose either Oil Change Only or if done as a part of the scheduled service, choose Sched. Service & Oil Change.
- The system will ask, “Is Update Required for this Component?” Type in N until you get to the correct component (like engine). Then type in Y.

NOTE – you need to page thru all of the components – do NOT press Escape, continue until you see the message “No more components for this Admin Number”.

Posting a New AOAP Due Date:

- Choose the Lube and Special Services option under Services Performed.
- Type in the new date for the Z entries.

SERVICE SCHEDULE REPORT

One very useful ULLS-G printout is the Service Schedule. To print a Service Schedule, go to Equipment Data Reports from the main menu and choose Service Schedule. There are 4 different options:

- Schedule for an Admin Number – this shows all services due, including AOAP, for a particular piece of equipment.
- Schedule for a DODAAC – this shows all services due for all equipment in a unit.
- Schedule for Date Range (the most useful choice!) – you pick the time period to see a printout of services due for a unit. It asks you to enter the Start (From) date and the End date (To) for the report. You can choose any number of days or even years (current, past or future).

NOTE – 2 common choices are – run a Service Schedule report for the next month (useful for training meetings) and do a Service Schedule report for a year (like for a Training Year – good for Yearly Training Plans, and the USARC Form 18R requirement).

- Schedule for an NSN (the least used) – this prints services due for a type of equipment, all of that type on-hand.

OPERATOR LICENSING

ULLS-G is the Army's system of record for equipment and operator licensing. It records information about operators (personnel), their qualifications and produces licenses and qualification records.

Equipment Class Codes are a key element in licensing. They are 2-letter codes that match types or specific models of equipment. Many Class Codes are already built-in to ULLS-G (standard codes), **but there is a series of Class Codes that are called "User Defined". We use these codes for vehicles and other particular equipment. User defined codes are UA-UZ and ZA-ZZ. You must add these Class Codes in ULLS-G.**

ADD EQUIPMENT CLASS CODES

- Go to Oper Recs / Equip Class Codes on the main menu. Choose Add Class Code
- Type in the 2-letter code (UA-UZ or ZA-ZZ) and the description of the code (the equipment type/model).

Print a list of the Equipment Class Codes on your ULLS-G computer thru the Oper Recs / Equip Class Codes, Print Class Code option.

ADD OPERATORS – You must add an operator (an individual) into ULLS-G to start the licensing process.

- Go to Oper Recs / Equip Class Codes on the main menu. Choose Add Operators.
- Type in the ULLS-G license number for the person. The license number is the first letter in a person's last name and the last 4 of their Social Security Number. Example Michael Jordan's (SSN 234-56-7890) license number would be J7890.
- Type in the person's name.
- Operator Data includes Date of Birth, Sex (gender), Weight, Height, Hair Color and Eye Color and Social Security Number. The License Expiration Date comes from their Civilian Driver's License. Last Action refers to the last time the person either got a Driver Award or had an accident. If you know for a fact the Total Miles they have driven, type it in.

NOTE – Keep pressing <Enter> until you see the purple message "Operator Information Added".

- Next, you type in the Equipment Class Codes that the person is qualified to operate. **The Date Qualified comes from the person's ORIGINAL Qualification Record (348).** When all Class Codes have been entered, go to the next section.
- Type in any Restriction Codes the person has (press <F1> for a list of Restriction Codes). The most common Restriction Codes are R1 (Eyeglasses Required) and R3 (Automatic Transmission Only).

NOTE – The source of information for the R1 code should be the State Driver's License (showing Glasses Required). Use the State license issued date as the R1 Date.
NOTE 2 - ** The Verifier for Restriction Codes and Training Entries is – the person who inputs the information into ULLS-G. Because you only use a previous original 348 as the source, you are only verifying something that already existed.

- Type in Additional Operator Remarks. These remarks (MANDATORY) come in 2 types – Code AA = administrative actions (accident, awards and Code 00 = Training.

NOTE – You MUST have a Training (00) entry for every Equipment Class Code that the operator is qualified for. Other 00 entries are – Biennial Reviews, HAZMAT training, Defensive Driving Course, or other special training.

- After the last training entry has been processed (watch for the purple message), press <Escape> because you are done adding an operator.

CHANGING OPERATOR DATA

You can change 2 types of Operator Data. Choosing Change Operator Data will allow you to change their administrative information – like License Expiration Date. To change qualification records (add new qualifications or training – choose Add/Change Qualifications.

PRINT LICENSE RECORDS

You can print out both an Operator Record (DA Form 348-E) and an Operator ID Card (License). NOTE – for best results, print the License first, then the 348. That puts a LI code on the 348 (License Issued).

DELETE AN OPERATOR

When an operator leaves your unit or is no longer licensed on any equipment, use this option to delete the operator. Go to Oper Recs / Equip Class Codes on the main menu. Choose Delete Operators. Type in the person's ULLS-G License Number. The system asks if this is the person you want to delete. This action does 2 things – the system will print out a new 348 Qualification Record (the individual's copy) and then deletes all operator records for that person out of the ULLS-G system.

DISPATCHING

ULLS-G will dispatch and return equipment back in from dispatch. It keeps a running total of miles driven / hours operated on items of equipment. This usage data is submitted forward every month for reportable equipment in the AMSS report.

DISPATCH EQUIPMENT

- Go to Operational Processes on the ULLS-G main menu. Choose Equip Dispatch and Return.
- There are 2 choices for dispatching – with 5988-E form (Maintenance & Inspection Worksheet, also known as the old DA Form 2404) or dispatch without a 5988-E form.
- Type in the Admin Number of the equipment you want to dispatch.
  ULLS-G checks to see if the item can be dispatched:
  If already on dispatch – the message will say "Item has been previously dispatched; and not returned."
  If the equipment is Not Mission Capable (NMC- also known as "deadlined"), the system will ask if you still want to dispatch the item. If Yes, type in the Commander's Password.
- The next screen shows the following info:
  - Date/Time Dispatched – (from the computer's date and time) – check to make sure it is correct
  - Date/Time of Expected Return – uses the default of 1730 hours on that day. Change it if you know when the equipment will be back, or if it will be out for more than one day.
  - Operator 1 License Number – primary operator
- The system will ask if there is another operator – Assistant Driver
- More information:
  - Equipment Destination – where the equipment is going
  - Dispatcher – check entry to make sure it is correct (from the parameter file)
  - Remarks Out – optional
  - Official User Name/Phone Number – **the person who authorized the trip.**

The system will print out a Motor Equipment Dispatch Form 5987-E.

NOTE – ULLS-G will check the licensing records for the primary and additional operators. You could see:
"License expired" or "Operator is not qualified for equipment" messages
"Operator is not on file" and it tells you to type in the operator's last name and check their 348 qualification record before releasing the equipment..

RETURN EQUIPMENT FROM DISPATCH

- Go to Operational Processes, Equipment Dispatch and Return. Choose Return Equip from Dispatch.
- Type in the Admin Number of the equipment.
- The system asks, "Do you want to update the operator?" This is if you need to change who the operator was (someone else operated the equipment). If Yes, type in the new operator's license number.
- ULLS-G automatically fills in the time of return. Type in any Remarks (optional). Type in the mileage at return. Type in the gallons of fuel added.

NOTE – ULLS-G will add the miles/hours operated in 2 places, first to the equipment data for the item, and then to the operator's record. It will also add the fuel used to the Fuel Consumption record.

- If the equipment is in AOAP, the Component Data Usage screen comes up. Type in the mileage/hour reading for each component and any oil added during the dispatch.

MAINTENANCE FAULTS

A fault is the starting point in the ULLS-G maintenance process. Adding a fault is the first step, before ordering parts or creating work orders. Also, adding an NMC (Not Mission Capable or deadline) fault starts the clock for AMSS readiness reporting.

ADDING A FAULT

- Go to Operational Processes on the main menu and choose Maintenance Faults. Select Add Faults.
- Highlight the equipment that has the fault.
- Type in:
  - Fault Date – date the fault happened or was discovered
  - Fault Time
  - Fault Status Symbol – type of fault (For scheduled services, use the <-> symbol for inspection due).
  - Fault description – what the problem is (please don't type in "Broke")
  - When Discovered – code for when a fault was detected (press F1 for the code list)
  - How Recognized – code for how the fault was found (press F1 for the code list)
  - Failure Code – choose the code (press F1) that best matches the fault
  - Maintenance Type – either S for Scheduled Maintenance or U for Unscheduled.

CORRECTING A FAULT

This action closes a fault, and closes out any completed work order against that fault. It also stops the NMC time for a deadlined item.

- Go to Operational Processes, Maintenance Faults. Select Correct / Update / View Faults.
- Highlight the item of equipment on the list
- Highlight the particular fault that you want to correct and press <F3>. Don't press <Enter>!
- At the Fault Discovery screen, press <page down>.
- Type in:
  - Action Code – code for what was done to fix the fault
  - Corrective Action – description of the fix
  - **Operator License Number – type in YOUR license number**, regardless of who fixed the fault. You are posting the completion of the action.
  - Category – code for the level of maintenance that fixed the fault. Will normally be O – unit level maintenance or F – support maintenance.
  - **Hours – type in <.1>, again, all you are doing with this entry is posting completion of the maintenance.** Press <Enter> to process that action.

NOTE – You must do the "Correct a Fault" process to close out work orders, and stop NMC time !!!

MAINTENANCE SUPPORT

Maintenance support in ULLS-G involves creating Maintenance Requests (also known as work orders) to your supporting maintenance shop – AMSA or ECS, and posting status on those work orders.

MAINTENANCE REQUESTS

There are 2 types of Maintenance Requests – By Admin Number and Without Admin Number:

Maintenance Request (Admin Number) – this is a standard work order for equipment that is in your ULLS-G Equipment Data, has an Admin Number and serial number. Most work orders will be this category.

Maintenance Request (Without Admin Number) – this is a work order for an item that is not entered in your ULLS-G Equipment Data records. Example – a work order on a miscellaneous piece of canvas, or even a GP Medium Tent. **Do not use this type of Maintenance Request unless absolutely necessary!!**

There are 5 steps to complete a maintenance support action:

1. Add a fault
2. Create the Maintenance Request
3. Send the request to SAMS (AMSA ,ECS or supporting maintenance unit)
4. Post status to the Maintenance Request
5. Close out the request and the fault

1. ADD A FAULT – see page 13.

2. CREATE A MAINTENANCE REQUEST (ADMIN NUMBER):

- First, make sure a fault was added to ULLS-G.
- Go to Maintenance Support on the main menu, and choose Maintenance Request. Then select Admin Number.
- Highlight the equipment item. If no fault was added, the system will tell you and go back to the start point. Highlight the fault that you are creating the work order against.
- On the Maintenance Request screen, type in:
  - Type Maint Request – press <F1> for the correct code, normally we use <1> for regular work orders.
  - Priority for the request – type in the priority, based on your unit FAD and Urgency of Need factors. If the equipment is NMC, normally you use the highest priority. Work orders for services should NOT use the highest priority.

NOTE – the system automatically creates the Work Order Number and places the work order in M status – meaning that it is ready to go to your supporting shop.

When you press <Enter> to create the maintenance request, it will print out 2 copies of the work order and one 5988-E (2404-equivalent) form. ULLS-G also sends the work order to a holding file.

2. CREATE A MAINTENANCE REQUEST (WITHOUT ADMIN NUMBER):

- A fault is not required for this type of work order.
- Go to Maintenance Support on the main menu and choose Maintenance Request, then Without Admin Number.
- Type in –
  - Type Maintenance Request – press <F1> for the code to use.
  - Failure Detected During – code for when the problem was found
  - Priority – the work order priority (should not be the highest priority)

- Identification Code – press <F1> for the correct code. If the item has a standard NSN, type in <A>.
- Equipment Stock Number – type in the NSN, part number, or other number
- Noun – name of the equipment
- Model
- Quantity – the number of 1 is put in automatically, change it if more than 1 item is covered by this work order.
- Serial Number – if the item has a serial number, type it in.
- Deficiency – description of the problem or work requested.

NOTE – when you press <Enter> to create the work order, the system automatically assigns a work order number, puts it in M status, prints out 2 copies of the work order and sends that work order to a holding file.

3. SEND SAMS TRANSACTIONS:

This process takes the work orders that have been created and are waiting in the holding file, and copies them to a diskette to go to your supporting maintenance facility. In addition to the work orders, ULLS-G also creates "inop" records for any NMC reportable item and copies them to the diskette.

- Go to Maintenance Support on the main menu, and select Send SAMS Transactions. Normally you choose the Diskette option (if you BLAST work orders to the shop, choose the Via Telecommunications option).
- Put a good diskette in the drive and press <Enter>. ULLS-G will automatically format the diskette and copy the transactions to the disk. It also prints out a list of the records on the disk. They are 3 kinds or records –

  XMJ records – equipment that is NMC (deadlined)
  XMK records – NMC equipment that is down for parts (parts have been ordered in ULLS-G)
  XML records – work orders

At this point, you should take the diskette, the work order printouts and the equipment to your supporting maintenance shop.

4. POST STATUS TO THE MAINTENANCE REQUEST:

Status from your supporting maintenance activity (SAMS-I/TDA at an AMSA or ECS and SAMS-1 at maintenance units) can be posted in 2 ways – automated and manual. Automated status comes on a disk from the shop or thru BLAST. Manual status is something you must type in. *Use automated status whenever possible!!!* Status codes from SAMS tell ULLS-G what action is happening on your work order. Work orders generally follow this status sequence –

C – awaiting maintenance. Starts when an NMC fault is added to ULLS-G.

M – evacuation – the work order has been created and is in process of going to the supporting maintenance shop.

** A – initial acceptance in SAMS. The work order has been processed into SAMS at the maintenance facility. This status code MUST be posted into ULLS-G!!

B, C, I, J, K, 1 – status codes that show the progress or current action on a work order

** S – closed in SAMS at the shop. All work on the maintenance request has been completed. This status code must be posted into ULLS-G. It tells ULLS-G that the shop is done, and action is now back on the unit. A maintenance request cannot be closed in ULLS-G without the S status for a completed work order.

IMPORTANT NOTE - You must get a status disk from your supporting maintenance shop at least twice – the first time when you bring in the work order and it is accepted at the shop (A status), and when the work order is completed at the shop (S status).

To Post Automated Status –

- Go to Maintenance Support on the main menu, and choose Automated Maint Status Upd.
- Select either Diskette (if your status is on a disk) or Via Telecommunications if you get status by BLAST from SAMS.
- If you choose Diskette – insert the disk. That's it.

ULLS-G takes the status information from the disk or BLAST file and posts it against each maintenance request.

To Post Manual Status – (only use as needed or to close out a Maintenance Request Without Admin Number)

- Go to Maintenance Support on the main menu, and choose Manual Maint Status Update.
- Type in the ORGWON (unit Work Order Number)
- At the Work Status Update screen –
    - First check the admin number block to make sure it is the correct item
    - Type in the Status Code
    - Type in the Status Date – date of the new code
    - Type in the Status Time – time of the new status (Be very careful about time in manual status entries, ULLS-G is VERY particular about accepting time entries here)
    - Press <Enter> to post the status. Watch for reject messages – they are very common with Manual Status Updates.

5. CLOSE OUT MAINTENANCE REQUESTS

Each type of Maintenance Request is closed out differently in ULLS-G.

Close a Maintenance Request (Admin Number) – all that you have to do is Correct the Fault. See page 13 for steps.

Close a Maintenance Request (Without Admin Number) – you must close this type of work order out using manual status. Post a Status Code of <U> using the Manual Status process.

MAINTENANCE REQUEST REGISTER

This is a very useful reference in ULLS-G. The Maintenance Request Register is a list of all current work orders, both open requests and completed work orders that have not been purged yet (not until after you run the monthly AMSS report). You can view or print out the Maintenance Request Register.

- Go to Maintenance Support on the main menu. Choose Maintenance Request Register.
- To look at the Register, choose Display. Press <Enter> to page thru the Register.

NOTE – as you can see, the Maintenance Request Register shows each status entry for that work order. It is in Work Order Number sequence.

ARMY MATERIAL STATUS SYSTEM (AMSS)

AMSS is the Army's system of record for equipment readiness reporting. AMSS in ULLS-G tracks the readiness of reportable equipment, reports data monthly to LOGSA (Logistical Support Activity) and creates other AMSS reports for local use. It also keeps authorization records for reportable items. AMSS reportable items have an MSCR code of Y on the MMDF (Maintenance Master Data File in ULLS-G), and are listed in Appendix B of AR 700-138. Readiness data is kept and reported for all on-hand reportable equipment.

AMSS AUTHORIZATIONS

You establish AMSS Authorization Records for every reportable item AUTHORIZED on the unit MTOE, whether the equipment is on-hand or not. You need to know the EIC (End Item Code) before you can add an authorization record. EIC codes are listed in AR 700-138, in the MMDF, and can also be viewed thru the Update Catalog Data option under Equipment Data Update, Equipment Data File Update (you need to know the NSN to use this option).

To Add AMSS Authorization Records –

- Go to Materiel Status Processes on the main menu, and choose Update AMSS Authorizations.
- Select Add/Mod/Del Unit Authorizations.
- Type <A> in the Command block to Add a record.
- Type in the EIC, and if part of a system the WPN EIC (system EIC code). Tab to the Qty Auth block
- Qty Auth – total quantity authorized on the unit MTOE
- Qty Reqd – total quantity required from the unit MTOE
- Qty O/H – quantity on-hand (from SPBS-R). **This includes any on-hand stored at an ECS or at a Detachment.**
- Qty Short – difference between Qty Authorized and Qty On-Hand

Press <Enter> to add the record for that item.

To Change AMSS Authorization Records – should be done after MTOE Changes, or On-Hand changes.

- Go to Materiel Status Processes on the main menu, and choose Update AMSS Authorizations. Select Add/Mod/Del Unit Authorizations.
- Choose the item record that you need to change – the easiest way is to type in N in the Command block and page thru the records.
- Tab to the lock that needs to be changed and type in the new information. Then Tab to the Command block and type in <M>. Press <Enter> to change the record.

MONTHLY AMSS REPORTING

Every unit that has reportable equipment on-hand is required to submit a monthly AMSS Equipment Readiness Report (also called End of Report Period). For AMSS periods, a report period starts on the 16th of one month and ends at midnight on the 15th of the next month. Example – the November report period is 16 Oct – 15 Nov. The monthly report lists all of the NMC time and usage accumulated during the report period.

Some important things to remember about the monthly AMSS report:

- You can only run the report ONCE.
- You must run the report after the 15th. The regulations say, run the AMSS report on the 16th (or if on a weekend), then the next working day after the 15th. You have between the 16th and 18th of the month to run the report. Anything before or after those dates will be rejected.
- You must submit a report. AMSS reports are tracked and reviewed very carefully at the RSC HQ and USARC HQ.

To Create the Monthly AMSS Report:

1. Get updated supply status (from SARSS) and maintenance status (from AMSA / ECS) and post them. Make sure all faults have been entered and are up-to-date. Make sure equipment dispatches are up-to-date.

2. Do a Database Backup of your ULLS-G data. (Very important step!!)

3. If your unit has Detachments or unit stored at an ECS or other location (In an ULLS-G system at that location) – you MUST do this step. If you are a "AA" unit without Detachments and have all of your equipment at home station – SKIP THIS ENTIRE STEP.

   a. Go to Materiel Status Processes on the main menu and choose Send AMSS Trans Higher Level. Choose the Diskette option.
   b. At the bright blue screen, select your UIC by pressing the spacebar and then press <Enter>. ULLS-G will update the AMSS data. Select the floppy disk drive (normally A drive), and insert a floppy disk. The system will check the disk – if empty, ULLS-G will copy the AMSS data to the diskette. If the disk is not empty, ULLS-G will ask if you want to erase the information on the disk. It does NOT format the diskette, just deletes the info that was on the disk. When done, the system returns to the bright blue screen. Label the diskette with your unit name and AMSS feeder identity.
   c. Next, go to System Utilities on the ULLS-G main menu and select Unit Parameter Add/Update. Choose Update Parameter. Type in your DODAAC and Commander's password. Go to # 6 Unit Parameters. Tab or arrow down to Battalion Indicator and change it from <N> to <Y>. Also check your AMSS Report Date to make sure it is current. Press <Enter> to change the parameter record.
   d. Go back to Materiel Status Processes on the main menu and choose Receive AMSS Trans Lower Level. Choose the floppy drive and insert the disk you just created in step 3B. Then repeat for the disk you got from the ECS or Detachment.

NOTE – You have now just combined all of your AMSS data, from your ULLS-G system, and any other locations.

4. <u>EVERYONE DOES THIS STEP !!</u> Go to the Materiel Status menu and choose End of Report Period, Via Diskette. Make sure you have 2 blank disks ready. If all of the actions on the warning screen have been done – type in <Y> to continue. Choose the floppy disk drive and follow the directions in purple on the screen. You will get 2 disks (130 and 131) and a printout (2715 Feeder Report). Follow your instructions from higher HQ on what to send where.

5. Do this only if you also did step 3. Go back to System Utilities on the main menu and go to Update Parameters. Go back in to Unit Parameters and change the Battalion Indicator back to <N>. Make sure to press <Enter> to make the change.

6. Last step – do this only if you did steps 3,4 and 5 – go back to Materiel Status on the main menu and choose End of Report period. Run this process again, with 2 different blank disks. This must be done to reset your ULLS-G system for the next month. Do NOT send these disks anywhere, and recycle the printout.

Explanation – if you have to consolidate AMSS data for your unit, you must run the monthly report twice. The first time with a <Y> Battalion Indicator to create the consolidated report. The second time with the <N> Battalion Indicator to reset your system. If you only ran Step 4 (no data to consolidate), then it created the report that goes forward AND reset your system.

NOTE – What ULLS-G does to reset your system is: Changes the AMSS Report Date to the next month, Purges out any Maintenance Requests that were closed during the last month and creates continuing records for inop (NMC) equipment for the new report period.

SUPPLY

Supply processes in ULLS-G generally fall into several categories – supply requests/transactions, PLL and FEDLOG.

SUPPLY REQUESTS AND TRANSACTIONS

You can order 2 types of items in ULLS-G – Repair parts and packaged POL (oil, lubricants)

To request an item - this is really a 2-part process. The step is to request the item:

- Go to Request Process on the main menu, choose Request for Issue.
- Type in the NIIN (NSN or stock number minus the first 4 numbers)
  - If the item is in the Supply Catalog File (meaning that you have ordered it before in ULLS-G), it will go to the next screen.
  - If the item is not in the Supply Catalog, ULLS-G will check FEDLOG. You should keep FEDLOG Disk 3 in the CD-ROM drive.
  - If the item is not listed in FEDLOG, the system will ask if you want to add the record. If you type in Y, you have to type in the item's supply information.
- At the Request For Issue Screen, type in the Admin Number of the equipment that you are ordering the item for. Type in the Quantity you want to order. The screen shows if any of the items are on-hand in your PLL.

NOTE – All supply requests must be ordered against a particular Admin Number (bumper number). That's why the Miscellaneous Items like "Supply Room", "Arms Room", "NBC", etc are useful. This gives you an Admin Number to order items that can't be tied to a particular piece of equipment.

- At the next screen, type in the Priority for the supply request. The lowest priority available for your unit's FAD will automatically show on the screen – change it if you need to use a higher priority. An error message will remind you if you use the wrong FAD priority. If you use a high priority number, the system will ask – "Is the equipment NMCS?" Type in Y only if the equipment is reportable and down for parts at the unit. The system goes on to ask 2 more questions – type in Y or N as appropriate.
- The next section involves some supply codes – RDD (Required Delivery Date), Fund Code, Project Code, etc. Type the information in if required or applicable. Make sure your Fund Code is correct.
- The next screen may be the Fault Number Selection screen. If you are ordering an item for a piece of equipment with a regular Admin Number (with serial number), you MUST select a fault. Also, a high priority NMCS request must be ordered against a deadline (X) fault.

The second step in ordering an item is to send the request/s to the supply system (SARSS-1). When you did Step 1, you sent the request to a holding file in ULLS-G. The next step is to send the contents of the holding file to SARSS.
NOTE – in addition to supply requests, the holding file also contains other supply transactions like cancellations, follow-ups, etc.

To Send Supply Transactions to SARSS: This can be done in 2 ways – by diskette or by Telecommunications (thru the modem/phone line using BLAST):

There also are 2 choices in Transactions – Current or Previous. Current Transactions are the current contents of the Transactions holding file. Previous Transactions is a backup copy of the last Current Transactions that were sent in. When you do Send Current Transactions, the system cleans out the Previous Transaction file and makes the backup copy of the new ones.

Send Transactions by diskette –

- Go to Request Process on the main menu and choose Send Transactions To SOS (in this case SOS doesn't mean HELP!!, it means Source of Supply). Select Via Diskette.
- Choose Send Current Transactions. ULLS-G prints out a list of all of the supply transactions on the diskette.

- The system then asks if you want to run the Commander's Review (Commander's Exception Report). If you type in Y – it will stop the process and go back to the menu so you can produce the Commander's Exception Report. If you type in N, it continues.

NOTE – You need to produce a Commander's Exception Report before sending transactions to SARSS. This is an accountable record.

- Follow the instructions on the screen to insert a diskette. Make sure the diskette is blank or doesn't contain usable information – ULLS-G will format the disk as part of the process.
- If you are using the ULLS S-4 Interface (ULLS S-4 Indicator Code is Y in the ULLS-G Parameters), the system will ask you to insert another diskette. This action copies financial information about your supply transactions to the disk, for processing into ULLS S-4. You will also get a printout of these Financial Transactions.

Send Transactions by Telecommunications –

- Go to Request Processes on the main menu, and choose Send Transactions to SOS. Select Via Telecommunications, Send/Receive Current Transactions.
- The system asks if you want to exit to run the Commander's Review (Commander's Exception Report). If you haven't done it yet, type in Y. If done, type in N to continue.
- The BLAST initial screen comes up. Press any key to continue. ULLS-G will then send the supply transactions to the SARSS phone number set in your Parameters.

COMMANDER'S EXCEPTION REPORT

The Commander's Exception Report takes the place of the old method of a commander (or designated representative) signing a document register for high-priority requests. This is an important document to have on file. You MUST run the Commander's Exception Report before sending transactions to SARSS.

- Go to Request Process on the main menu and choose Cdr Exception Report. This action results in 2 printouts.
  1. The Commander's Exception Report – a list of high priority requests and high-dollar items ($500 or more) requested in the transaction holding file. The Commander or designated (in writing) representative must initial each high priority item requested. Keep these records on file as supporting documents.
  2. The Financial Transaction Listing – a list of the money spent on the requests in the transactions holding file. In other words – how much it will cost to order all of those items requested.

FEDLOG UPDATE

The Supply Catalog in ULLS-G should be updated periodically. Use FEDLOG Disk 3 to do this:

- Go to Catalog Management on the ULLS-G main menu. Check the last update information on the screen. Then choose Catalog Load/Update by CD/ROM.
- Make sure the current FEDLOG Disk 3 is inserted. The system will say that it is a long process and ask if you want to continue. Type in Y.

NOTE – The Update Catalog process checks FEDLOG and updates the Supply Catalog on you ULLS-G system with current FEDLOG information.

- The new date should appear on the Catalog management menu.

SYSTEM UTILITIES & Miscellaneous ULLS-G Processes

SYSTEM UTILITIES

This part of ULLS-G does some critical functions – like BACKUP and Restore data. Other functions include Unit Transfer.

Backup/Restore – located under File Maintenance Tape or File Maintenance Diskette. With ULLS-G, you can backup or restore data or program files by Tape (Colorado in most cases) or by diskette.

To Backup DATA on a tape:

- Go to System Utilities on the main menu, choose File Maintenance, Tape.
- Choose Backup Database. Insert the tape. The system will save a copy of your ULLS-G data on the tape. Be sure to label the tape with the date and "Data Backup".

To Backup DATA to Diskette: Make sure the disks are good. (Be careful of disks obtained thru GSA)

- Go to System Utilities on the main menu, choose File Maintenance, Diskette.
- Select Backup Database.
- The system tells you at the top of the screen how many diskettes you will need. (Usually 4-5 for data backup). Insert the first disk, follow the instructions on the screen. Make sure to label the diskettes with the number (2 of 5 as an example), date and "Data Backup".

To Backup a copy of the ULLS-G Program:

- Go to System Utilities, File Maintenance Tape or Diskette. Choose Backup System Files. This will copy the ULLS-G Program (not your data).
- Follow the instructions for the backup. Label the diskettes (usually 9 disks) or the tape with the date and "ULLS-G System Files".

To Restore Data from tape or diskette:

- Go to System Utilities on the main menu and choose File Maintenance Tape or Diskette. Choose Restore Database.
- Make sure you are restoring the most current data, check the tape or diskette labels for the backup date.
- After the Restore is done, go to Rebuild Database on the ULLS-G main menu and type in Y when it says that rebuild is time-consuming. This re-organizes your data.

****NOTE**** - Data backups should be done at these times:

1. **Every day** that the ULLS-G system is used.
2. If you enter a large amount of data, do a backup when finished.
3. Before running the monthly AMSS report.
4. Before your system goes in for any maintenance or repair.
5. Before you leave for AT (assuming you are taking for ULLS-G system to AT) and before you pack up the ULLS-G system at the end of the AT period.

ULLS-G System File backup only needs to be done once, and after any Program Change.

UNIT TRANSFER

This process takes the ULLS-G data for a unit and either adds it to another unit's ULLS-G system or takes it off of an ULLS-G system. This data includes – equipment information, operator records, and AMSS data – all data except for the supply catalog.

- Unit Transfer Out – copies a unit's ULLS-G data to diskette, and removes the data from the computer.
- Unit Transfer In – loads a unit's ULLS-G data from diskette to another ULLS-G system.

NOTE – run Rebuild (from the main menu) after doing Unit Transfer In or Out. Log on under a different DODAAC when dong Unit Transfer Out.